

**Emergency Board of Election Supervisors**  
**Virtual Meeting**  
**March 3, 2023**  
8:30 a.m.

<u>Member</u>	<u>Present</u>
1. Tina Batten	X
2. Ben Hovland	X
3. Yousuf Jaleel	X
4. John Payne	X
5. Lynea Cooper	X
6. Cameron Thurston	X

**Also present:** Janeen S. Miller, City Clerk; Elyse Daniels, Administrative Specialist;  
Yvette Allen, Assistant City Clerk

**I. Call to Order:**

- a. John Payne called the meeting to order at 8:35 a.m.

**II. Discussion of Special Election for the office of Mayor**

- a. Date of Election
- b. Date to file Candidacy Petitions and other paperwork
- c. Last date for candidate to withdraw from Election
- d. Date voter registration book closes
- e. Early Voting
- f. Vote by Mail
- g. Last date to mail ballots
- h. Polling locations

By Charter, the Special Election must be held within 65 days from when the vacancy occurs—May 6.

Tina Batten moved to have early voting on May 2; Election Day May 6; Canvass and results announcement no later May 13; Certification May 16  
Lynea Cooper seconded.

Discussion: Ben Hovland asked if we would hand count ballots, or will we use voting equipment? He said he will not be available on May 2.

John Payne stated with a one style ballot it would be easy to separate and hand count ballots.

Janeen Miller inquired that since Ben Hovland will not be available on May 2 will Board still be able to have early voting without him being present. John Payne explained that not all Board members need to be present, and that Board presence would be divided between the two dates (early voting and election day). We will also have election judges.

Vote: The motion passed unanimously.

### **III. Timeline/Deadline**

- **Deadline for Petitions and other candidacy paperwork**  
April 5 by 4 PM
- **Last date to Withdraw**  
April 7 by 4 PM
- **Prepare Ballots**  
April 8-9
- **Mail Ballots out**  
April 10-April 26
- **Allow for mail in Ballots to be returned after election day if**  
postmarked by May 6 (Election Day)
- **Canvass period** – week of May 8.
- **Complete Canvass**  
By May 13
- **Last date to register to vote**  
April 21 (County requests two weeks prior to election day)

[Note: After consultation with County on March 9 this date was changed to **April 18<sup>th</sup>**]

### **IV. Campaign Finance Reports**

#### **Initial Report Campaign Finance Report**

Due April 5

#### **Pre-election Finance Report**

Due April 28

## **V. Voting Locations**

Davis Hall—Early Voting

City Hall (1<sup>st</sup> Floor Community Room)—Election Day

Drop Box Deployment Location—City Hall/Davis/Stamp Union/MOM's if we can get a 4<sup>th</sup> drop box in time.

Tina Batten moved to accept dates read by City Clerk, Ben Hovland seconded. Motion passed Unanimously.

Janeen Miller will prepare a staff report for the City Council's meeting on Tuesday 03/07/23. Council is only required to approve date, time and location for Election Day and Early Voting.

## **VI. Voting Times**

May 2—Early Voting—Davis Hall—8 a.m. to 7 p.m.

May 6—Election Day—City Hall—10 a.m. to 6 p.m.

Tina Batten moved to approve the hours for early voting and election day, Lynea Cooper seconded—Unanimous vote.

Janeen Miller requested that board members be available Wednesday after the council meeting to review paperwork for election—John Payne is available and will be at Tuesday's meeting.

Weekly Thursday nights special election BOES meetings were suggested by Ben Hovland; Janeen Miller and John Payne agreed.

Regarding the November General Election: The demo of the Election Guard pilot proposal has been postponed. We need to regroup and find other ways to complete the demo. Janeen Miller needs a fully developed budget for the Budget Worksession on 03/25/23.

Adjourned meeting at 9:57 a.m.

Minutes prepared by Elyse Daniels.